VISITING SPEAKER GUIDANCE

The School from time to time may invite speakers from our wider community to give talks to enrich our pupils' experiences, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

Our responsibility to our students is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The following additional guidance should be referred to:

Visiting Speaker form

R:\Handbooks, guides & forms\Forms\Staff Forms

The Law

Existing statutory requirements on political impartiality cover all schools, regardless of type or funding arrangement. This includes independent schools.

These legal duties mean schools:

- must prohibit the promotion of partisan political views
- should take steps to ensure the balanced presentation of opposing views on political issues when they are brought to the attention of pupils

Schools should take a reasonable and proportionate approach to ensuring political impartiality, alongside their other responsibilities.

All visiting speakers must have a nominated point of contact at the school (the organiser)

The speaker should provide a biography of themselves.

The organiser must conduct research about the person/organisation to establish whether they have demonstrated extreme views/actions. The research should involve consulting the Government Guidance Political Impartiality in Schools A meeting should be arranged with the speaker, the organiser, and another relevant member of staff if appropriate, e.g. colleagues may wish to consult with a pastoral lead. If in doubt, please consult with the Deputy Head, People.

Staff must inform the Visiting Speaker that USB sticks must not be brought into the school and that any presentation/material etc should be sent to the organiser in advance.

The organiser must complete the Visiting Speaker form and remind the visitor that they should bring photographic ID with them for presentation at Reception.

The organiser should meet the speaker at Reception and accompany them throughout their visit.

A formal register of all visiting speakers will be kept at Reception. Any information gathered will be kept in accordance with the School's Data Protection Policy.

Parents and pupils should be informed of the content of the presentation, where deemed appropriate.

Where it is felt that there may be a concern over the content of the presentation this should be discussed with the Deputy Head, People and risk assessed to ensure that pupils and their parents are aware that the subject matter may be contentious or potentially upsetting. Dynamic risk assessment will be ongoing until the time of the speaker's visit to monitor any potential changes in the situation, in conjunction with the Designated Safeguarding Lead. It may be decided that questions should go through a moderator or, if felt to be in the best interests of the school, the visit could be postponed or cancelled.

On the rare occasion where it would be beneficial for a student not to attend a presentation, this should be discussed with the relevant Head of Year/organiser. Although there have been changes to RSHE statutory guidance, parents retain the right to withdraw their child from Sex Education at primary and secondary school. The right to withdraw refers only to the Sex Education element of RSHE. Parents are not able to withdraw their child from Relationships or Health Education.

There must be no attempt to raise funds without the prior written permission of the Head.

A member of staff should monitor the presentation throughout to ensure that it aligns with the school's values and ethos and British values.

The usual safeguarding procedures must be followed at all times including the supervision of visitors who must not be left alone with pupils.

During the presentation, if the speaker strays from the content, the member of staff leading the presentation should take a view on whether to challenge without delay, arrange for a speaker at a later date, or present opposing views on the subject to pupils in the course of subsequent class teaching.

The organiser will conduct a brief post-event evaluation of how the visit met the needs of our students and if any issues arose during the course of the presentation, these should be raised immediately with the Deputy Head, People.